

Rental Agreement Form

NORWICH UNITED CHURCH

80 Main Street West, Box 183, Norwich, Ontario N0J 1P0
519-863-3637 nuc@execulink.com

User Name: _____

Phone #: _____

Email: _____

By signing this form, I am agreeing to the following:

- Any damages to NUC chattels or property as a result of the use will be paid for by the user.
- All windows opened will be closed and locked.
- All lights will be turned off.
- All doors will be securely closed and locked.
- Any furniture moved or removed (tables and chairs stacked 5 high) will be returned to its original place.
- If custodial services are required, the user is responsible for custodial fees of \$20 per hour minimum one hour.
- If using full kitchen facilities, a NUC church member must supervise.
- All dishes will be cleaned and returned to their original place.
- All food belonging to the user or their guests will be removed from the premises. Do not leave your food in the refrigerator or cupboards.
- Stove off, dishwasher off, kettles and coffee pots emptied and cleaned.
- Candles, flowers, decorations etc. will be removed immediately after the event unless otherwise agreed to.
- With permission the organ and/or electronic keyboard may be used. The renter is responsible for turning off the instrument.
- Use of any NUC electronic devices to be approved by NUC in advance of use. The user is responsible for any damage to electronic devices used.
- No smoking/vaping on the property.
- No consumption of alcohol on the property.
- No confetti in the building.
- If requested by Norwich United Church, the attached Indemnification and Hold Harmless Agreement must be signed prior to the event.
- NUC may need to charge an opening and closing fee for the use of the space.

I am aware that the Church Sanctuary capacity cannot exceed 300 people and the Lower Hall cannot exceed 200 people.

Signature of User

Date

Agreement to Fees

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Event/Activity: _____ Date/ Time Start: _____

Date/Time End: _____

Request for Facilities – Please check all that apply

	Full Kitchen	\$75
	Partial Kitchen (no use of stove)	\$35
	Lower Hall	\$100
	Lower Hall for Less than 4 hours	\$50
	Parlour or Conference room	\$30
	Sanctuary for Less than 4 hours (other than weddings and funerals) must be approved by minister	\$50
	Sanctuary for weddings including rehearsal	\$400
	Sanctuary for funerals	\$250
	Luncheon – catering charge	\$_____ per person
	Dinner – catering charge	\$_____ per person
	Organist/Music	Contact Olive Cornwall for fees
	Snow/Ice removal if applicable	\$50
	Extra cleaning required	\$20 per hour
	Open/close fee if required	\$25
	Total Fees	\$
	Less Deposit	\$
	Balance Owning	\$

For Lower Hall rental a \$50 elevator usage charge will be applied if applicable.

Final Payment of \$ _____ received on _____ by _____
(date) (name)

All fees must be paid in full at time of booking or a minimum \$100 deposit or actual fee if lower with the remainder due within 30 days of such booking.

By signing this form you are agreeing to the fees as outlined above.

Renter's signature

Date

Agreed to on behalf of the Rental Team

Date